

BROOKHAVEN, GEORGIA

CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CRIME SCENE SPECIALIST

FLSA: Non-Exempt

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical and administrative/specialized work functions associated with analyzing crime scenes, determining case facts, evaluating collecting, processing and safeguarding crucial evidence from crime scenes, assisting investigators with criminal investigations, and enforcing federal, state and local laws and ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

Responds to crime scene; directs officers as required to peruse scene, accumulate evidence, and evaluate incident; receives initial report from Police Officer; takes measures to secure and protect crime scene upon arrival.

Examines and scrutinizes crime scene; coordinates activities; briefs supervisors and other investigators as needed.

Interviews witnesses, victims, suspects, and others for facts and information about the case and/or for the purpose of making composite drawings of criminal suspects; constructs composite sketches from description.

Processes scene for fingerprints or other clues to identify suspects and motive for crime; documents information in writing and by photographing and/or videotaping scene; measures distances and prepares layout sketches of crime scene.

Identifies and collects evidence utilizing chemicals, power tools, mechanics tools, or by other means; makes plaster cast of shoe and tire impressions; vacuums for hair, fiber, and other trace evidence.

Accompanies and assists investigators with search warrants for documentation and evidence collection and with conducting various phases of criminal investigations.

Collects, handles and secures samples of blood and various other body fluids as evidence; performs blood pattern analysis; determines trajectory of bullets.

Develops latent prints; analyzes, identifies, and classifies fingerprints; compares latent fingerprints of unknown persons or suspects with fingerprint records to verify identity and to determine if prints were involved in previous crimes; transports unidentified prints to the Automated Fingerprint Identification System (AFIS).

Packages, labels, and preserves physical evidence found; maintains evidentiary chain of custody to ensure integrity and admissibility of evidence.

Attends autopsies to obtain evidence or information on the cause of death of victims; obtains crime lab analysis of evidence to support case.

Compiles intelligence on crimes with similar locations or mode of operation (MOs); analyzes initial case information to develop a chronological order of events and to establish probable cause and reasonable suspicion.

Examines all evidence submitted to evidence storage for proper handling and determines proper processing procedures to follow; assists with various tasks assigned to Evidence Custodian as needed.

Prepares for, attends, and testifies in courtroom hearings and judicial proceedings.

Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Responds to questions, complaints and requests for information/assistance from the general public, news media, court personnel, attorneys, inmates, medical staff, officers, various agencies, employees, officials, supervisors, or other individuals.

Documents all activity conducted in assigned position; operates a computer to research, review, enter and/or modify information in database; makes annual budget recommendations for crime scene unit.

Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, addresses, and related material for reference and/or review.

Prepares and/or receives a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, completes, processes, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.

Attends meetings and in-service training as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing state/municipal policies, procedures, codes and civil/criminal laws.

Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations within county jurisdiction.

ADDITIONAL FUNCTIONS

Maintains cleanliness of law enforcement vehicle; requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Performs miscellaneous duties including locating, retrieving, filing, and photocopying documents and files.

Inventories supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks; arranges for service/repairs as needed.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Substitutes for co-workers during temporary absence of same.

May be required to regularly work on various shifts, weekends, and/or holidays as deemed necessary.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's Degree with training emphasis in general science, chemistry, forensics, and photography techniques; five (5) years of previous experience and/or training involving fingerprinting, latent prints, classification, photography, chemical use and safety, forensic investigations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must hold a current Georgia Peace Officer Standards and Training (POST) certification

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Brookhaven, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.